

DEPARTMENT OF GENERAL SERVICE
HALL OF RECORDS COMMISSION
RECORDS MANAGEMENT DIVISION

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SCHEDULE NO. 568

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RECORDS RETENTION AND DISPOSAL SCHEDULE

UNIVERSITY OF MARYLAND
Department of Student Affairs
AGENCY

International Education Services & Foreign Affairs
Assistant Advisor for Foreign Students
DIVISION

DESCRIPTION

RECORDS AND RECORD SERIES ARE LISTED BY ITEM NUMBER AND TITLE GIVING FORM NUMBER, IF ANY, DISTRIBUTION OF COPIES, AUDIT REQUIREMENTS AND THE RECOMMENDATION FOR RETENTION. IN SPECIAL INSTANCES, THE RECORD MAY BE MORE CLOSELY DESCRIBED GIVING COVERING DATES, SIZE AND QUANTITY OF RECORDS, FILE ARRANGEMENT, TYPE OF INDEXING AND A DESCRIPTION WITH RESPECT TO ORIGIN AND CONTENT, USE WHILE ACTIVE, AND RELATIONSHIP TO OTHER RECORDS.

Item No.	Description and Retention
1	<p>FINANCIAL RECORDS</p> <p>Size: Printout Sheets Dates: Quantity: Not determined File Arrangement: Alphabetical Audit: Audited in Comptroller's Office Index: Two 3" x 5" card index files</p> <p>The financial records include:</p> <ol style="list-style-type: none"> Monthly printouts from the Comptroller's Office giving clearings against foreign student loans and amount of repayments by students. (Recommendation "A" below) Card Index File giving the status of loan repayments for each student. (Recommendation "B") <p>RECOMMENDATION: A. RETAIN FOR THREE YEARS AND UNTIL AUDITED, THEN DESTROY.</p> <p>B. RETAIN INDEX CARDS WHILE ACTIVE, REMOVE TO INACTIVE STATUS FOR THREE YEARS, THEN DESTROY.</p>

Schedule approved by Department, Agency or Division Representative

Josephine Leo Advisor for Foreign Student Admissions 6/22/72
Signature Title Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

6/26/72 Maurice L. Radcliff
Date Archivist

July 5, 1972 [Signature]
Date Secretary

RECORDS RETENTION AND DISPOSAL SCHEDULE
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UNIVERSITY OF MARYLAND
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Affairs-Asst. Adv. for Foreign Students

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Item	Description and Retention
2	<p>GENERAL FILES</p> <p>Size: Letter size</p> <p>Dates:</p> <p>Quantity: 3 letter-size file drawers</p> <p>File Arrangement: Alphabetical - by semester, also by nationality or country</p> <p>This General File contains statistics (other than analyses) on foreign students attending the University. It includes statistics by nationality and general research material, including hospitality programs.</p> <p>RECOMMENDATION:</p> <p>RETAIN FOR THREE YEARS, THEN DESTROY.</p>